

Internship for Public Affairs Section

No. 2020-031

OPEN TO: All Georgian Students

POSITION: Intern for Public Affairs Section

OPENING DATE: October 8, 2020

CLOSING DATE: October 22, 2020

WORK HOURS: Part-time, 10-20 hrs. per week by telework

NOTE: ALL APPLICANTS MUST SUBMIT AN APPLICATION FOR FOREIGN NATIONAL

STUDENT INTERN PROGRAM– FNSIP Form (in English)

Applicants should indicate the vacancy for which they are applying. All information and statements submitted for an internship vacancy are subject to verification. Any willful misstatements will result in elimination for internship consideration, and if the individual is hired, subject to immediate termination irrespective of the length of internship.

IMPORTANT NOTICE:

This is NOT an offer of Federal Employment;

There will be NO benefits;

There will be NO COMPENSATION;

BASIC FUNCTION OF POSITION

- Assists Public Affairs Section (PAS) staff according to current needs and activities:
- One intern to assist staff working in the press and social media section with Azeri-language media monitoring; and
- One intern to assist staff working in the press and social media section with Armenian-language media monitoring,
- **QUALIFICATIONS REQUIRED**
- Must be a student at any higher education institutions in Georgia and be advanced in his/her studies towards a university degree with a major including, but not limited to: American Studies,
- Public Administration, International Relations, Journalism, Design, English or Library Science, Arts Criticism or Arts Management;
- Home access to internet and email is required for telework; Level IV (Fluent) speaking/reading/writing in Georgian and either Azeri or Armenian is required. Language skills may be tested; preference will be given to applicants who can also communicate in English, but this is not a requirement.

- Must be able to perform assigned tasks diligently, get along well with colleagues; deal tactfully with contacts.

HOW TO APPLY:

- Interested applicants for this position must e-mail the following to HR Office: • FNSiP Application Form (in English);
- Statement of Interest (in English or Georgian);
- A letter from your university/graduate school clearly stating they grant you permission to do an internship (preferably in English).
- Letter of recommendation (in English or Georgian);
- Transcript of academic studies (preferably in English);
- All applicants must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity (USAID, Peace Corps, DOD, etc.). This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives working for the U.S. Government, they must clearly state this in their application.

WHERE TO APPLY:

All documents **MUST** be e-mailed in PDF format to HROTbilisi@State.gov.

No other formats will be accepted. All applications must have the position title and internship vacancy announcement number.

Please visit our website for additional information, including current openings and application requirements for applying to the American Embassy in Tbilisi:

<https://ge.usembassy.gov/jobs/internship-opportunities/>

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